CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:	<u>ES038</u>		
Classification Specification:	HUMAN RESOURCES DIRECTOR		
Salary Range:	Level 3 Management Benefit Level A		
Position Description:	Employee Services Director		
Incumbent:			
Location: Human Resources - Employee Services			

GENERAL PURPOSE:

Under the direction of the Mayor and the Chief Administrative Officer, incumbent is responsible for planning, developing, implementing, administering and evaluating comprehensive Human Resource and Risk Management programs based on the City's present and future needs.

This executive level position is involved in the development of short and long-range plans, development and administration of personnel policy, wage and salary administration, labor relations and negotiations, human resource legal compliance, safety and risk management, organizational development and strategic planning, employee development and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide leadership, direction and professional development to employee services, civil service, and risk management staff; hire, discipline and terminate employees; supervise, motivate and evaluate assigned staff; ensure department meets organizational goals, objectives and the City Council target issues.

Responsible for the development, implementation and administration of personnel policies and procedures for all departments of the City.

Oversee labor and employee relations to include labor negotiations, contract administration, grievance/labor dispute resolution, and ensure compliance with state and federal labor laws.

Develop and administer human resource programs including classification and salary plans, recruitment and selection programs, employee health and welfare programs, employee performance evaluation systems, employee recognition, orientation and training programs, and the City's equal employment opportunity program.

Assess human resource and risk management needs of the City in cooperation with management staff, employees, and elected officials; maintain knowledge of current Position Description: Employee Services Director Page 2 of 4

trends and developments in the human resource and risk management field.

Provide internal consulting services for department directors, managers, supervisors and employees regarding personnel needs and issues, and personnel investigations and discipline; provide mediation, facilitation, and conflict resolution services in a variety of work-related disputes.

Serve as technical advisor to Chief Administrative Officer, department directors, Mayor and City Council on matters of labor relations, negotiations, employee relations and Human Resources policy.

Perform other duties as the City Council, Mayor or Chief Administrative Officer may direct or as may be required by the laws of the state.

Serve as a member of the leadership team; assist in the development of City-wide strategic planning, policy and organizational development.

Become familiar with, follow, and actively support the City's vision, mission, values and adopted behaviors.

PERIPHERAL DUTIES AND RESPONSIBILITIES:

May serve as acting Chief Administrative Officer in the CAO's absence as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Municipal government policies, procedures, structure, applicable local, state and federal laws, codes, regulations and ordinances.
- Practices, techniques, and laws required to develop, implement, administer, and evaluate Human Resource programs.
- Labor negotiations and contract administration procedures, practices, techniques and applicable laws.
- Current literature, trends, and developments in the field of Human Resources, labor relations, risk management, and organizational theory.
- Effective and result-oriented management principles and practices.
- Principles and practices of governmental budgeting, accounting and purchasing procedures and practices including preparation, management, monitoring, transfers and reporting.

SKILLED IN:

- Effective organization and expression of ideas through use of oral and written communications.
- Effective use of interpersonal skills in a tactful, patient and courteous manner.
- Planning, developing, implementing, maintaining, evaluating, and modifying a comprehensive and integrated Human Resources program.

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• Gathering, correlating, and analyzing facts and devising solutions to Human Resources and management problems.

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 Managing staff including hiring, training, directing, evaluating, awarding and disciplining employees.

ABILITIES TO:

- Effectively direct and evaluate the work of others involved in the implementation of programs.
- Establish and maintain effective working relationships with elected officials, employees, supervisors, department heads, Director of Operations, and the public.
- Compose, proofread and edit speeches and articles for publication, general correspondence, reports, contracts, grievance responses, personnel policies and procedures, etc.
- Read, analyze and interpret technical journals, financial reports, legal documents, operating and procedure manuals, general business periodicals, professional journals, government regulations, etc.
- Respond to common inquiries or complaints from personnel, regulatory agencies or the public.
- Speak effectively and present information to top management, employee groups, public groups, and/or City Council.
- Add, subtract, multiply, divide; compute fractions, ratios, percentages, proportions; draw and interpret graphs and charts; and apply these concepts to practical situations.
- Define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists.

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

Education: Bachelor degree in Public Administration, Business Administration, Human

Resources Management, Organizational Development, or related field; and

Experience: Five (5) years of municipal Human Resources management experience.

Or: In lieu of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's

knowledge, skill and ability to perform the essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

 Master's degree in Public or Business Administration, Human Resources Management, Organizational Development, or related field is highly desirable.

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including but not limited to personal computer, telephone, fax and copy machine, calculator, projector, dictaphone and typewriter.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an office environment subject to frequent interruptions by walk-in applicants, employees, telephone calls and inter-office activities; may be exposed to individuals who are irate or hostile; may be subject to long hours due to the attendance at City Council meetings twice a month and other responsibilities required at this executive level. The noise level in the work environment is usually moderate.

SIGNATURES:			
Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
Department Director/Designee	Date	Employee Services Director	Date

** Note: This document will be reviewed and updated annually at the time of the

employee's performance appraisal; when this position becomes vacant; or, if the

duties of this position are changed significantly.

Revised: 4/8/99, 2/15/07 AH